



# Foreign Affairs Handbook

## 3 FAH-1 – Personnel Operations Handbook

Transmittal Letter: POH-099

Date: June 29, 2004

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### 3 FAH-1-2700

## Training and Employee Development

### CHANGES

1. This transmittal letter reflects the inclusion of 3 FAH-1, 2710 through 2740 into Volume 13, *Training and Professional Development*, managed by the Foreign Service Institute (FSI).

2. Remove from 3 FAH-1, subchapters 2710 through 2740.

3. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

### FILING INSTRUCTIONS (Paper Copy Only)

1. Remove 3 FAH-1 2710, TL:POH-096, 12-30-03, 23 pages, remove 3 FAH-1 2720, TL:POH-073, 09-25-01, 4 pages, 3 FAH-1 2730, TL:POH-083, 07-03-2002, 4 pages and, 3 FAH-1 2740, TL:POH-078, 01-11-2002, 11 pages. Insert the revised 3 FAH-1 2710 through 2780, "Unassigned", TL:POH-099, 06-29-2004, 1 page.

2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist. Then fill in the entry line for TL:POH-099 and initial.

### DISTRIBUTION NOTICE

1. The *Foreign Affairs Manual* and Handbooks (unclassified) and official version can be found on State Department's Intranet site.

2. All posts and offices keeping paper versions of *Foreign Affairs Handbooks* are responsible for maintaining their FAHs on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. When returning excess or unused materials include your office/post symbols and inform A/RPS/MMS/PB and your message center if you need to have your distribution reduced (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PRD, HST B934, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

3. Use KFAM and AINF TAGS on all communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions

concerning substance and interpretations to the 3 FAM Volume Coordinator, who may be reached at 202-261-8177 or the office(s) indicated at the end of this Transmittal Letter.

**(FSI)**